

## STATE OF CALIFORNIA

## CALIFORNIA INTEGRATED WASTE MANAGEMENT BOARD

## Base Year Modification Request Certification

## Part 2: Generation Study - Includes Extrapolation of Residential or Non-Residential Diversion Data

To request a substitution for a previously approved base-year used in calculating the diversion rate for your jurisdiction, please complete and sign this form and return it to your Office of Local Assistance (OLA) representative at the address below, along with any additional information requested by OLA staff. When all documentation has been received, your OLA representative will work with you to prepare for your appearance before the Board. If you have any questions about this process, please call (916) 341-6199 to be connected to your OLA representative.

Mail completed documents to:

**California Integrated Waste Management Board**  
**Office of Local Assistance**  
 1001 I Street, 9th Floor  
 PO Box 4025  
 Sacramento, CA 95812-4025

## General Instructions:

Please select the **ONE** choice below that best explains your request to the Board.

☐ 1. Use a recent generation-based study to calculate our current reporting-year generation amount, but not officially change our existing Board-approved base year.

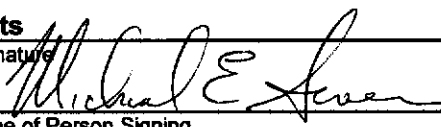
☒ 2. Use a recent generation-based study to officially change our existing Board-approved base year to a new base year.

The shaded cells on these sheets are protected. If you have problems using these sheets, please contact your Office of Local Assistance representative.

## Section I: Jurisdiction Information and Certification

*All respondents must complete this section.*

I certify under penalty of perjury that the information in this document is true and correct to the best of my knowledge, and that I am authorized to make this certification on behalf of:

Jurisdiction Name <b>City of Willits</b>		County <b>Mendocino</b>	
Authorized Signature 		Title General Manager, MSWMA	
Type/Print Name of Person Signing Michael E. Sweeney	Date 30-May-01	Phone ( ) 707 468 9710	
Person Completing This Form (please print or type) Michael E. Sweeney		Title General Manager, MSWMA	
Affiliation:	Mendocino Solid Waste Management Authority		
Mailing Address P.O. Box 123	City Ukiah	State CA	ZIP Code 95482
E-mail address sweeney@pacific.net			

**Section II: Information for New Generation-Based Study**

**Attach additional sheets if necessary— reference each response to the appropriate cell number (e.g., 4).**

*Note: New base years must be representative of a jurisdiction's disposal and diversion.*

<b>1. Current Board-approved existing base-year:</b>	<b>2. Proposed new generation-based study year:</b>
<b>1990-91</b>	<b>1997</b>

**3. Explain how the proposed generation study year is representative of average annual jurisdiction disposal and diversion:**

The proposed generation study year includes all 12 months. There were no unusual circumstances during this year.

**4. Enter your diversion rates below.**

<b>Diversion rate calculated using existing base year</b>	<b>a. 23 %</b>	<b>Diversion rate calculated using new generation-based study</b>	<b>b. 33 %</b>
<b>For existing base year pounds/person/day based on generation</b>	<b>6</b>	<b>For new generation based study pounds/person/day based on generation</b>	<b>7</b>
<b>Residential generation 51 %</b>	<b>Non-Residential generation 49 %</b>	<b>Residential generation 48 %</b>	<b>Non-Residential generation 52 %</b>
<b>Population existing generation-based study 5027</b>		<b>Population new generation-based study 5125</b>	

**5. If there is an increase between 4a and 4b, please explain how the new diversion rate is consistent with your current diversion implementation efforts. If the proposed new generation tonnage results in an increase in your pounds/person/day, please explain how this is consistent with your current diversion implementation efforts and provide examples, e.g. change in jurisdiction's demographics.**

Willits in 1997 had a comprehensive curbside recycling pickup and yard waste pickup, and a commercial recycling pickup program. There was a buy-back/drop-off recycling center conveniently located at the disposal site. The major supermarkets and some large businesses did direct recycling activity. The reported diversion rate is consistent with these programs.

**6. If the difference between the proposed diversion rates in 4a and 4b is greater than 5 percentage points, please explain the specific reasons for the difference. (For example: new/improved curbside diversion programs.)**

Between 1990-91 and 1997, there was expansion and improvement in all phases of the city's recycling programs.

<b>7. Disposal Tonnage: (enter values)</b>		2160	2339	4499
		<b>Residential</b>	<b>Non-Residential</b>	<b>Total</b>

Please select the ONE choice below that best explains your disposal data and complete the required tables.

☒ a. All tons claimed are from the Board's Disposal Reporting System (No explanation required. Go to Section 8.)

☐ b. All tons claimed are from a 100 percent audit of hauler and self-haul tonnage. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.ciwm.ca.gov/igcentral/forms/rytnmdrq.doc>)

☐ c. Some Disposal Reporting System data were corrected. (Please complete Reporting Year Tonnage Modification Request and Certification sheet found at <http://www.ciwm.ca.gov/igcentral/forms/rytnmdrq.doc>)

8. In the table below, list the summarized diversion activities, and diversion data records that support your claim and are available for Board audit. (Note: the Board expects the jurisdictions to be able to provide all back-up documentation, if requested.) Include type of record and location—for example, weight tickets from transfer stations. This section should capture all diversion tonnage (form will perform all addition calculations). If any diversion is from restricted wastes (i.e., agricultural wastes, inert solids (e.g. concrete, asphalt, dirt, etc.), white goods, and scrap metal), please identify those programs/waste types and fill out section 11. Note: Restricted waste material should not be extrapolated in non-residential waste audits. Please mark as attachment 8 all copies of survey forms.

\* Please provide detailed non-residential waste audit information in Section 9.

Note: The Board has indicated that it will be scrutinizing total source reduction amounts greater than 5% of total generation. Please be prepared to provide additional details substantiating your claim.

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation	Specific material type(s)	Specific conversion factor used (if any) and source	Type of record and location of record
<b>Source Reduction</b>							
Backyard composting		117	117	1.7%	yard waste, food waste	200 lb/cy yard	Questionnaires, MSWMA office
Grasscycling							
<b>Other residential source reduction (list each program separately)</b>							
Enter program name							
Enter program name							
Enter program name							
Enter program name							
Subtotal Res. Source Reduction	0	117	117	1.7%			
<b>Recycling</b>							
Curb-side Recycling	272	N/A	272	4.0%	OCC, ONP, mixed paper, mixed plastic, glass, aluminum cans, tin cans	weight tags, hauler office	
Buyback centers		N/A					
Drop-off centers	312	N/A	312	4.6%	OCC, ONP, HDPE, PETE, glass, aluminum cans, tin cans, office	weight tags, recycling centers	
<b>Other residential recycling (list each program separately)</b>							
Enter program name		N/A					
Enter program name		N/A					

Division Activity	Actual tons (A)	Estimated or extrapolated tons (B)	Total tons (A+B)	Relative Percent to Total Generation (A+B/Total Generation)	Specific material type(s)  (List programs with multiple materials together)	Specific conversion factor used (if any) and source	Type of record and location of record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwm.org">http://www.ciwm.org</a> <a href="http://www.ciwm.org">http://www.ciwm.org</a> LGCentral/PARIS/Codes/ Reduce.htm							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Residential Recycling	584		584	8.7%			
Composting							
Green waste drop-off	81	N/A	81	1.2%	yard waste, wood waste	none	weight tags, hauler office
Curbside green waste	155	N/A	155	2.3%	yard waste	none	weight tags, hauler office
Christmas tree program		N/A					
Other residential composting (list each program separately)							
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Residential Composting	236		236	3.5%			
Subtotal Residential Diversions	820	117	937	13.9%			
Non-Residential Activities Source Reduction							
Non-residential Waste Audits*		123	123	1.6%			See Section 9
Other non-residential source reduction (list each program separately)							
Commercial grasscycling	309	N/A	309	4.6%	yard waste	7.623 tons/acre/yr, CIWMB	city and school district acreage data
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Non-Residential Source Reduction	309	123	432	6.4%			
Recycling							
Non-residential Waste Audits*	299		299	4.4%			See Section 9
Other non-residential recycling (list each program separately)							
Commercial pickup	447	N/A	447	6.6%	OCC, ONP, office, HDPE, glass	none	weight tags, hauler office
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percentant to Total Generation (A+B)/Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
<p>Please use the Board's program types. The program type glossary is online at: <a href="http://www.cwmh.ca.gov/LGCentrak/PARIS/Codes/Reduce.htm">http://www.cwmh.ca.gov/LGCentrak/PARIS/Codes/Reduce.htm</a></p>	(A)	(B)	(A+B)				
Subtotal Non-Residential Recycling	746	0	746	11.1%			

Diversion Activity	Actual tons	Estimated or extrapolated tons	Total tons	Relative Percent to Total Generation (A+B)/Total Generation	Specific material type(s) (List programs with multiple materials together)	Specific conversion factor used (if any) and Source	Type of record and location of record
Please use the Board's program types. The program type glossary is online at <a href="http://www.ciwnb.ca.gov/LGCentral/PARIS/Code/Reduce.htm">http://www.ciwnb.ca.gov/LGCentral/PARIS/Code/Reduce.htm</a>	(A)	(B)	(A+B)				
<b>Composting</b>							
Non-residential Waste Audits					See Section 9	See Section 9	See Section 9
Other non-residential composting (list each program separately)							
Commercial pickup		N/A			wood waste, yard waste	none	weight tags, hauler office
Commercial self-haul		N/A			yard waste	none	weight tags, hauler office
Enter program name		N/A					
Enter program name		N/A					
Enter program name		N/A					
Subtotal Non-Residential Composting	0	0	0				
Subtotal Non-Residential							
Diversion	1055	123	1178	17.5%			
Residential/Non-residential Diversion Activities							
ADC		N/A					
Sludge		N/A					
Scrap metal	129	N/A	129	1.9%	white goods & scrap metals	none	weight tags, recycling center & landfill
Construction and demolition		N/A					
Landfill salvage		N/A					
Subtotal Residential/Non-Residential Diversion	129		129	1.9%			
Total Res/Non-Res Source Reduction Tons	309	240	549	8.1%			
Total Diversion Tons	2004	240	2244	33%			
Total Disposal Tons from Sec.7	4499		4499	66.7%			
Total Generation (DN+Dis)	6503	240	6743				
Diversion Rate				33%			

**9. Specific Non-Residential Sector Waste Audits - Top 10 Non-Residential Generators**

Please complete this table for the top 10 non-residential generators that were surveyed. List each non-residential generator separately from the largest to smallest, based on total diversion tons. Audit reference number ties to your audit sheets.  
(Form will perform all calculations).

Include attachment, marked attachment 9, which includes a summary of all the generators surveyed and all extrapolation calculations used to estimate the diversion rate:

- Include copies of survey form(s) used.
- Include for each generator (use type of generator in lieu of specific generator name, e.g. grocery store) each specific diversion activity and material type (e.g. cardboard recycling) and the associated tonnage for each diversion activity/material type, and applicable conversion factors/source.
- If using number of employees for your extrapolation method, include this information for each generator surveyed.
- Please order the non-residential generators, largest to smallest, based on total diversion tons.
- Also, summary should include the generators that were selected to be surveyed, but did not respond to the survey and the number of employees at each generator.
- As a comparison between disposal from the waste audits and DRS, the disposal for each generator must be included in the summary. Also, you should note if the disposal is being used for the extrapolation calculation. For each non-residential generator, the disposal must be broken out by cubic yard, and roll-off or compactor weights. If disposal was estimated for either disposal-based or employment-based extrapolation methods, please include conversion factor(s) for disposal and source for conversion factor(s). Please provide an explanation as to how the conversion factor(s) is (are) appropriate for your jurisdiction, e.g. study was conducted to determine average weights using hauler weight tickets, etc.

Type of Non-Residential Generator	Audit Reference Number	Specific Diversion Activities include material type (e.g. paper recycling, glass recycling) (List activities on one line)	Number of Employees	Source Reduction Tons	Recycling Tons	Composting Tons	Total Diversion Tons	Percent of Total Generation (Total Diversion Tons/Total Generation in Section 8)	Survey Method Phone (P) Mail (M) On-site (O) Other
supermarket	1	OCC recyc; film plastic recyc; food waste reuse	n/a	40	223		263	0.7%	p
supermarket	2	OCC recycle	n/a		52		52	0.1%	m
food bank	3	reuse of food	n/a	54			54	0.1%	p
elementary school	4	on-site food waste composting	n/a	11			11	0.0%	p,m
drug store	5	OCC recycling	n/a		16		16	0.0%	p
public library	6	reuse of books & magazines	n/a	5			5	0.0%	p
public utility		recycling porcelain insulators & other plastics	n/a		4		4	0.0%	p
furniture store	8	reuse of mattresses	n/a	4			4	0.0%	p
manufacturer	9	recycling of plastic items	n/a		5		5	0.0%	p
market	10	reuse of cardboard boxes	n/a	1			1	0.0%	p
Totals				115	306		415		

Summarize the non-residential diversion activities for the top 10 generators quantification methodology and applicable conversion factors and sources. (e.g. cardboard recycling: quantified by monthly tonnage receipts provided by the contact person at the business)

Generators provided actual tonnage data or a volume per week figure suitable for estimate. Source reduction volumes converted to weight using USEPA conversion factors.

September 17 - 18, 2002

11. For each restricted waste type [(i.e. agricultural waste, inert solids (e.g. concrete, asphalt, dirt, etc.), scrap metals and white goods (PRC Section 41781.2)] and associated program, please provide the following information:

a. If the diversion program started on or after January 1, 1990, complete the following table:

(Note: program name refers to one specific diversion program for that waste type, for example diversion conducted by City Public Waste Dept.)

Restricted Waste Type	Specific Program name	Year started	Tonnage
Scrap Metal ▼	Business ferrous metal diversion	1992	29
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			
Pull Down for Waste Types ▼			

b. If the diversion program started before January 1, 1990, on a separate sheet, marked attachment 11b, provide the following documentation: (Note: If documentation for a waste type and program has already been approved by the Board, you do not have to provide an attachment 11b for that waste type and program. Instead

please provide date of Board approval of previous submitted information.)

\_\_\_\_\_ (Date)

If documentation is not available, go to 11d.

▪ How the diversion was the result of a local action taken by the jurisdiction, which specifically resulted in the diversion [PRC Sec. 41781.2 (c) (1)].

▪ That the amount of that waste type diverted from the jurisdiction in 1990 was less than or equal to the amount of that waste type disposed at a permitted disposal facility by the jurisdiction in any year before 1990. (Note: this criterion is applicable to the entire jurisdiction, not to individual programs [PRC Sec. 41781.2 (c) (2)]). Please include documentation.

▪ The jurisdiction is implementing, and will continue to implement, the diversion programs in its Source Reduction and Recycling Element.

c. If the diversion program started before January 1, 1990, and the documentation requested in 11b is available (but not yet approved by the Board), complete the table below for each program claimed:

Restricted Waste Type	Specific Program Name	New base year or reporting year diversion tonnage
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		
Pull Down for Waste Types ▼		

d. If the diversion program started before January 1, 1990, and the documentation requested in 11b is not available, please complete the table below for each program claimed. (Note: Only the difference between the new base year/reporting year and 1990 can be counted in the diversion rate calculation.)

Restricted Waste Type	Specific Program name	New base year or reporting year tonnage	1990 diversion tonnage	Difference
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				
Pull Down for Waste Types ▼				



## Attachment 10

### MSWMA Backyard Composting Survey

50 residents of the City of Willits were randomly contacted using the telephone directory. They were asked questions as set forth on the attached questionnaire

Out of the total sample, 17 respondents stated that they did some composting and 33 did not.

The 17 positive respondents diverted a total of 35.25 gallons per week of food waste and 425 gallons per month of yard waste.

This translated to 1.64 tons/year of food waste and 1.268 tons/year of yard waste.

The California Department of Finance estimated that there were 2009 households in Willits on January 1, 1997. Therefore each amount was multiplied by the factor 2009/50 to project total backyard composting of all Willits households, and the total backyard composting diversion for the city was 50.9 tons yard waste and 65.9 tons food waste.

## City of Willits

### Attachment 11-b

The City of Willits operated its own landfill until 1997. Prior to 1989, there was no recycling at the landfill. White goods and scrap metal were routinely landfilled.

In 1989, responding to AB 939, the City instituted drop-off recycling of white goods and scrap metal at the landfill entrance.

Also in 1989, the franchised waste hauler, Solid Wastes of Willits, established a drop-off recycling center and began to receive scrap metals. This was carried out in response to a directive from the City of Willits to provide recycling services under the franchise contract.

In the Waste Generation Study for 1990-91, it was estimated that 29 tons of white goods, 96 tons of ferrous metals and tin cans, and 3 tons of non-ferrous metals were diverted. For the same study year, it was estimated that 166 tons of ferrous metals and tin cans and 37 tons of non-ferrous metals were still being disposed. This clearly shows that the total amount of scrap metals diverted in 1990 was less than or equal to the amount of that waste type disposed in any year before 1990, because scrap metal was a consistent component of the wastestream and the landfill's total tonnage remained consistent with 1990's total in previous years.

## CITY OF WILLITS ATTACHMENT 9

### DIVERSION BY COMMERCIAL GENERATORS NOT INCLUDED IN HAULER'S RECYCLING COLLECTIONS

Ref. No.	Source	Type bus.	Category	Materials	Method	Conversion factor	Quantity (tons)
1	Safeway 965	market	commercial	OCC, LDPE, food	recycle, SR	direct weigh	283
2	Ray's food	market	commercial	OCC	recycle	direct weigh	52
3	Willits food bank	food bank	commercial	food	SR	240 lb/cy	54
4	Brookside Elementary	school	commercial	food	SR	240 lb/cy	11
5	Rite-Aide Drug	drug store	commercial	OCC	recycle	direct weigh	16
6	Willits Library	library	commercial	mixed paper	SR	40 lb/box	5
7	PG&E	utility	commercial	insulators, other plastic	recycle	direct weigh	4
8	Willits Furniture	furniture store	commercial	matresses	SR	100 lb/ea	4
9	White Eagle	manufacture	commercial	other plastics	SR	direct weigh	5
10	Mariposa Market	market	commercial	OCC, mixed paper	SR	.14 lb/cont	1
11	T&T Salvage	auto wrecker	commercial	non-ferrous	recycle	direct weigh	28.5
12	Baechtel Grove school	school	commercial	OCC	SR	.5 lb/box	1.4
13	Sparetime Supply	nursery	commercial	other plastic	SR	5 lb/pot	1
14	Howard Hospital	hospital	commercial	office paper	recycle	direct weigh	2.1
15	House Doctor	carpet store	commercial	foam padding	recycle	167 lb/cy	2.2
16	TNT Market	market	commercial	OCC	SR	.5 lb/box	.14
17	Bank of America	bank	commercial	office paper	recycle	direct weigh	2.4
18	Sanhedrin Nursery	nursery	commercial	other plastic	SR	5 lb/pot	.6
19	Willits Unified Schools	school dist.	commercial	yard waste	SR grasscycl	7.623 t/ac/yr	190.58
20	Caltrans	state	commercial	yard waste	SR grasscycl	7.623 t/ac/yr	19.06
21	City of Willits	city	commercial	yard waste	SR grasscycl	7.623 t/ac/yr	99.1